

Center for Educational Performance and Information (CEPI)

Institutions of Higher Education (IHE) Request for Unique Identification Code (UIC) Collection

Frequently Asked Questions (FAQs)

Questions or comments about this document should be directed to:

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1. What is CEPI?

The State of Michigan's Center for Educational Performance and Information (CEPI) collects and reports data about the performance of Michigan's pre-kindergarten through twelfth grade (PK-12) public schools and students. Its initiatives in data collection and reporting facilitate school districts' compliance with the federal *No Child Left Behind Act of 2001* and the Michigan Department of Education's accreditation plan, *Education YES!* It also provides unprecedented access to information about Michigan's schools for parents, educators and policymakers via the CEPI Web site at <http://www.michigan.gov/cepi>.

When Michigan accepted the American Recovery and Reinvestment Act funds distributed to public schools and postsecondary institutions via the State Fiscal Stabilization Fund, the state agreed to connect data from preschool through postsecondary (P-20) education. As a result, CEPI has now been tasked with the collection, storage, maintenance, analyses and reporting of P-20 data.

2. What is the UIC?

All public, and some private, school PK-12 students have state-assigned, 10-digit Unique Identification Codes (UICs). This code is included with the respective student's data for state reporting purposes. UICs were first assigned to students in 2002; thus, students who graduated from high school prior to 2002, as well as private school students who did not take the Michigan Merit Exam, do not have UICs assigned to them. Postsecondary institutions are now required to obtain a UIC for each enrolled student.

3. What is the IHE Request for UIC Collection?

The IHE Request for UIC Collection enables authorized staff members at Institutions of Higher Education (IHEs) to upload files containing student enrollment information to the Michigan Student Data System (MSDS) in order to acquire state-assigned UICs. A UIC is needed for each enrolled postsecondary student in order for CEPI to create a student-level P-20 education data connection.

The authorized staff member at the IHE will upload an XML file containing the necessary student information during the designated upload timeframe to match against those records in the MSDS UIC master table. If an existing UIC is found, that UIC will be associated with the student record; if no match is found, a new UIC will be created for the student. If possible matches exist, they will be presented to the user to decide which UIC should be associated with the student. The file containing the UICs would then be downloaded for the IHE to import into its local student information system. Authorized staff members can also utilize the Student Search function in the MSDS to look up existing UICs using either complete or partial core demographic fields (first name, last name, date of birth and gender).

4. Was the IHE Request for UIC Collection piloted and tested before opening this functionality up to IHEs?

Yes. An IHE UIC Workgroup representing public and independent four-year and two-year institutions piloted the collection. This workgroup included registrars and staff members from enrollment services, records and registration, admissions, and information technology. This workgroup drew conclusions and made decisions based on the results of the pilot.

5. What is the MSDS?

The MSDS is a Web-based system that collects student-level data about Michigan's PK-12 public school students. It provides for maintenance of student records through file upload and online entry. The MSDS also provides enhanced reporting on submitted data. The MSDS is also where UICs are assigned to students.

6. Why is the IHE Request for UIC Collection needed?

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect P-20 education data to the labor force to evaluate the effectiveness of

public education in preparing students for postsecondary education and the workforce. Connecting pre-kindergarten through 12th-grade to postsecondary education data requires that the UICs assigned and maintained by CEPI be shared among institutions and used at all education levels. In order to fulfill these requirements, Michigan must collect and store portions of each student's academic record in a data repository for analysis. The Student Transcript and Academic Record Repository (STARR) application is the means to collect and store this data.

However, before student academic record data can be uploaded to the STARR, each enrolled student must have a UIC. Transcripts are currently being sent electronically from high schools to IHEs from a transcript exchange service provided by Docufide, Inc. Each of these transcripts (for public school students) contains a UIC. For students who are enrolled in your institution, but for whom you do not have a UIC, CEPI has created the IHE Request for UIC Collection in the MSDS. The IHE Request for UIC Collection allows staff members at postsecondary institutions to acquire UICs for currently enrolled students who do not have UICs.

7. *What are the steps my institution needs to take to acquire UICs?*

1. Request access to the MSDS through the State of Michigan Single Sign-On (SSO) application. You must register for a SSO logon ID at <https://sso.state.mi.us/> by clicking the **Register** button and following the on-screen directions. For more information on the SSO application, please review the SSO User's Guide at http://www.michigan.gov/documents/cepi/SSO_registration_251200_7.pdf.
2. Obtain an MSDS IHE security agreement from the CEPI Web site at <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>. This security form is to be completed by the individual(s) who is to receive access to the MSDS. The security form must be signed by the registrar of your institution. Typical users may be persons involved in the technology group, admissions or registrar's offices. Access should be limited to those persons who will be uploading the files or utilizing the Student Search function to perform single student UIC lookups. Only authorized users may upload and download files/reports in the MSDS and utilize the student search functionality. Please limit access to a maximum of five (5) authorized users, if possible. Once this form is completed and submitted to CEPI, the authorized user(s) will be given access to the MSDS.
3. Review documentation on the IHE Request for UIC Collection such as the User Guide, XML Schema, Collection Components and Frequently Asked Questions. Documentation can be found at the address listed in step 2.
4. Create the XML file for upload to the MSDS and ensure that it meets the XML schema specifications (using CEPI's provided schema, sample schema and XML Validation Guide from the CEPI Web site at <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>).
5. Upload the XML file for all enrolled students needing a UIC.
6. Resolve any records that require resolution, review records with errors and/or warnings and review reports.
7. Once processing is completed, a file containing the UICs can then be downloaded for the IHE to incorporate into its local student information system.

8. *How do I locate my entity code?*

The IHE entity code is a required component when creating an IHE Request for UIC XML data file. If you do not know your entity code, please follow these steps:

1. Go to the Educational Entity Master (EEM) at <http://www.michigan.gov/eem>. Enter your institution's name in the **EEM-Search** box. Click **Go**.
2. Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code, including a leading zero. Please do not cut off the leading zero, as it is a digit in the code.

9. What student data elements are needed to obtain a UIC?

The required characteristics needed in order to assign a UIC are:

- First Name
- Last Name
- Date of Birth
- Gender

These data elements are included in the Personal Core Component.

10. What are the 2012 collection windows for acquiring UICs?

Below is a table indicating the open and closed dates for the IHE Request for UIC Collection:

UIC Collection Windows		
<i>IHEs are not able to obtain UICs in March 2012 because of K-12 data collection.</i>		
	Open Date	Close Date
Bulk File Upload	Jan. 9, 2012	Feb. 28, 2012
	April 2, 2012	June 15, 2012
Student Search	Ongoing	Ongoing

11. Why are there upload windows for the IHE Request for UIC Collection as opposed to leaving the collection open year-round?

These upload timeframes were scheduled around peak PK-12 collection times. Because you will need to submit your entire student enrollment that does not have a UIC, it was best to stagger the use of the MSDS between PK-12 and IHEs.

12. What do I do if I need to get a UIC and the collection window is closed?

Use the Student Search feature in MSDS when you want to look up individual students to locate their UICs. You can search for individual students using all or portions of the four core fields (first name, last name, date of birth and gender) and/or all digits in the UIC. This feature is always available, regardless of whether the IHE Request for UIC Collection is open. For more information on the Student Search feature, view the IHE Request for UIC Collection User Guide on the CEPI Web site at: <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>.

13. What are the matching criteria?

- MSDS uses the following core fields for matching:
 - Last Name
 - First Name
 - Date of Birth
 - Gender
- MSDS also uses the following fields in the matching logic:
 - Last Name Suffix
 - Middle Initial/Middle Name
 - Multiple Birth Order
- MSDS runs additional steps for matching:
 - Stripped Characters
 - Last Name Hyphenated
 - First Name/Last Name Transposed

- Last Name Change
- First Name Synonym
- Middle Name Matches One Side of the Hyphenated Last Name

When records are uploaded to the MSDS, the UIC matching process compares the first name, last name, DOB and gender of the submitted record to the first name, last name, date of birth and gender of all records stored in the MSDS. The MSDS also uses the UIC, Last Name Suffix and the Middle Name/Middle Initial fields for matching, if those fields are provided in the submitted record. Submitted records are first checked against records in the MSDS to determine if a 100 percent match exists. If so, the record is flagged as "match found," and the existing UIC is placed onto the submitted record. If a 100 percent match is not found, records are processed through the additional checks and through Soundex (a phonetic algorithm for indexing names by sound, as pronounced in English), which scores the records. Based on the scoring rules, the record will have one of the following statuses: a) Match Found, b) Requires Resolution or c) New UIC Generated

- Scoring Rules for Match Found:
 - Single record with a score of ≥ 95 percent
- Scoring Rules for Requires Resolution:
 - More than one record with a score of ≥ 95 percent
 - One or more records with a score of ≥ 85 but ≤ 94 percent
- Scoring Rules for New UIC Generated:
 - One or more records with a score of ≤ 84 percent

13. How do I acquire a UIC for a student where the record does not contain the date of birth or gender?

Because national and/or state laws may prohibit an institution from requiring these data to be collected on certain admissions documents, not all of your student records may have this information. However, all IHE Request for UIC files uploaded to the MSDS must include the date of birth and gender fields in order to perform a UIC match. For those student records for which you do not have a date of birth or gender, please try your best to locate this information at your institution. If unsuccessful, you will not be able to acquire UICs for these records or upload them to the STARR application.

14. Can I provide more fields in the XML file for the matching?

The IHE UIC Workgroup considered adding additional fields to increase matching. These additional data fields were: 1) Prior Last Name, 2) Graduating High School and 3) High School Graduation Year. During the IHE Request for UIC Collection pilot test, these additional fields did not add significant value to the matching process.

15. I have successfully uploaded an XML file to the MSDS, but there are errors and/or warnings on my student records. What do I need to do about these errors and warnings?

UICs will be assigned to all student records regardless of errors or warnings. However, we strongly suggest reviewing the errors and/or warnings on your students' records. You can correct errors or warnings by clicking on the student's last name on the Staging Area Detail screen, reviewing the errors and/or warnings and updating the student's record appropriately.

16. How do I get the UICs from the MSDS into my local student information system?

It is highly recommended that you include the local StudentIdNumber in the uploaded file. This characteristic is included in the IHE Entity Demographics component. The downloaded file generated by the MSDS will contain the UIC. To import the UICs into your local system, match on the StudentIdNumber.

17. What is UIC Resolution?

The MSDS application matches every submitted record against the Student Master Record table. The fields in the submitted record are compared against the corresponding fields of records in the Student Master Record table to determine if it is the same student. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches to a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution, meaning the user must manually determine which UIC should be associated with a student's record.

Based on recommendations from the IHE UIC Workgroup, IHEs did not perform resolution in 2010-2011. This was recommended since the MSDS and the process to acquire UICs were new to IHEs, and this would have been another process to become familiar with in the relatively short amount of time already provided to the state to assign UICs to postsecondary students.

When the IHE Request for UIC Collection opens in January 2012, the system will no longer automatically create a new UIC if possible matches exist. These records, which require resolution, will now be presented to the user to decide which UIC should be associated with the student.

18. Where do I go to get more information on UIC resolution?

For more information on UIC resolution, view the "UIC Resolution" section of the IHE Request for UIC Collection User Guide at: <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html> under UIC Support Documents.

19. Whom do I need to get a UIC for?

CEPI collects student course enrollment and completion information for the prior summer, fall, winter and spring terms. However, as terms begin and end on different dates at different institutions, the calendar dates below should cover a full year of enrollment and completion data at every institution.

- For 2012, the UIC and STARR population should include student data for all terms ending between June 2011 and May 2012.
- For 2013, the UIC and STARR population should include student data for all terms ending between June 2012 and May 2013.

Include any student who was enrolled, registered or withdrawn for these terms (i.e., something will print on the official transcript for the student for the term) in the IHE Request for UIC Collection and STARR uploads. UICs are required on all student records for the STARR upload. The STARR upload is for *all* students at the institution, not just Michigan residents.

20. Is the MSDS the only place I can get UICs?

Michigan high schools are currently sending electronic transcripts to postsecondary institutions utilizing the Docufide Secure Transcript™ service. The Docufide transcript contains the UIC for each student. When your institution receives this UIC, you are to include it in the student's record. Therefore, you do not need to request a UIC from the MSDS.

21. Do I need to put the UIC onto my transcript?

It is essential that the UIC follow the student from institution to institution. Placing the UIC onto the student's transcript for subsequent movement of that transcript will save the receiving institution time and effort by not having to upload that record into the MSDS to acquire the UIC. This also ensures that duplicate UICs are not created for the same student when demographic information changes (e.g., student's last name changes).

22. What if an authorized user leaves my institution?

When authorized users leave your organization, a removal request must be sent to CEPI to remove that user's MSDS access. To access the removal form directly, go to: http://www.michigan.gov/documents/CEPI-MDE_MEISRemovalReqFrm_128431_7.pdf.

23. Whom do I contact if I need UIC and/or IHE Request for UIC Collection help?

Please visit <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html> for the most up-to-date information on the IHE Request for UIC Collection. If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name, along with your message.

24. Whom do I contact for XML help?

For more information about XML and schema validation, please refer to the MSDS Technical Document located on the CEPI MSDS Web page at: http://www.michigan.gov/documents/cepi/MSDS_tech_support_251976_7.pdf

The World Wide Web Consortium (W3C) is the ultimate authority on XML data types. All collection schemas will reference the W3C definitions for the base data types. Please reference the appropriate collection schema and the W3C to ensure a valid file submission.

Due to each local student information system being different, CEPI can not provide technical support for exporting data from each student information system.

25. I want to send a test file to upload into the MSDS. What do I need to do?

While you should be validating your IHE Request for UIC file with an XML validation tool such as XML Notepad, XMLSpy or XML Notepad ++, CEPI is offering to assist you in performing this initial XML validation. If you would like CEPI to test your file for you prior to uploading, you may send a copy of your IHE Request for UIC Collection file to Meghann Omo at omom@michigan.gov. In order to comply with the Family Educational Rights and Privacy Act, you must make sure your file is password-protected and "zipped" using 256-bit encryption. The password must be sent in a separate e-mail message. The subject line for both e-mail messages should start with "XML Validation Request."

26. Can I delete record(s) from the MSDS staging area?

Yes, you can delete records from the staging area. During the first IHE Request for UIC Collection in 2010-2011, it was strongly recommended that you did not delete your file(s), as you would lose your UIC match rate information. This information was desired at the onset of this first collection by CEPI, but is no longer needed.

27. The student information system my institution uses is not able to produce the necessary xml file to upload to the MSDS. What can I do?

A staff member at a Michigan postsecondary institution created a tool to convert a csv file into the necessary xml file for the MSDS IHE Request for UIC Collection upload. This tool is available on the CEPI Web site at <http://www.michigan.gov/cepi/0,4546,7-113-57943---,00.html>.

28. Do I need to get UICs for students enrolled in my institution but attending in another state/country or attending an off-campus program?

You only need to get UICs for and upload to the STARR application those students which you include in your Integrated Postsecondary Education Data System reporting: students who are either attending one of your Michigan centers or in an online program. You do not need to report students attending centers in other states or countries.

29. Is there a forum for me to ask questions and engage in discussions regarding the IHE Request for UIC Collection?

Yes. CEPI encourages you to join the STARR Listserv, as this is where UIC and IHE Request for UIC Collection discussions occur. To join:

1. Go to <http://listserv2.michigan.gov>.
2. Click on **STARR**.
3. Click on **Join or Leave STARR**.
4. Fill out the name and address.
5. You will be e-mailed a confirmation code. Wait for the code and follow the instructions in the e-mail message.

30. Will I always need to upload all enrolled students to the MSDS to get the UIC?

No. You only need to upload those student records for whom you do not have a UIC. After the first IHE Request for UIC Collection in 2010-2011, all of your enrolled students should have a UIC. From that point on, all you will need to do is upload records for those new students who did not have a UIC included on their transcript when they entered your institution.

31. What is the Student Search feature in MSDS?

Student records can be searched in the MSDS by UIC or by the core fields (last name, first name, date of birth and/or gender). Partial information on the name fields can also be entered. UIC searches require entering the entire UIC. The Student Search function is beneficial when you need to acquire only a few UICs. This feature is explained in further detail in the IHE Request for UIC Collection User's Guide.

32. How will CEPI receive the student academic record data to make the connection between secondary and postsecondary educational records for reporting requirements?

All secondary and postsecondary institutions will be required to send all transcript or student academic record data to the state via the STARR application.

33. What am I to do with the UIC field included on the transcript our institution receives?

All postsecondary institutions that receive the state-assigned 10-digit, student UIC on the e-Transcript must store this field in their student information systems (SISs). The UIC will be included in the e-Transcript for those students who currently have one. Storing the UIC in the postsecondary institution's SIS will make the link between high school and postsecondary education records a reality. This step will assist with statewide efforts to retain federal stimulus dollars that were accepted with the condition that they be received and distributed to public education institutions in compliance with the requirements of the American Recovery and Reinvestment Act of 2009.